The Program Profile for YoungStar

The YoungStar process requires that all regulated care programs complete the information gathered on the YoungStar section of the Registry Program Profile. YoungStar technical staff will review the items below.

- Director of Record or Licensee.
- Classroom Description – This refers to all physical classrooms. In most cases, family child care homes will only have one classroom.
- Lead Teacher for each classroom – An individual may only be a lead teacher in one classroom including classrooms in other programs. In most cases, family child care homes will list the Licensee as the Lead Teacher.

Individual Registry Applications

YoungStar staff criteria related to training and education is verified through the individual Registry applications. This information is shared electronically with the Department of Children and Families.

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To fully participate, two requirements must be met:

1) Programs must have registered for a Program Profile and received an Organization ID. The instructions for this process are below under *Organizational Registration*.
2) Individual staff have created Registry accounts and indicated that they are employed at the facility. The instructions for completing this online or applying via mail are below under *Creating an Individual Account*.
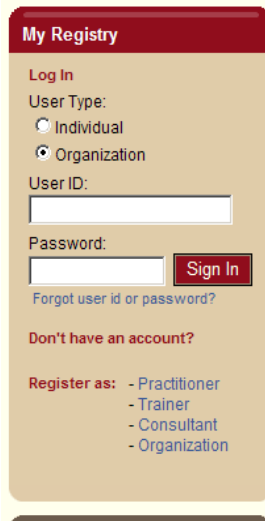
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Organizational Registration (for both group and family)

Step 1

Three ways to register as an organization:

1. You can go directly to the registration page using this url
   https://www.the-registry.org/myregistry/User/RegisterOrg.aspx

2. **Or** go to http://www.the-registry.org/ and Click on **Register as Organization** In the **My Registry** box.

3. **Or**, on some sections of the web site this box appears. Click on 'Direct-Care or Training Sponsor Organization'

The form that opens will require:

1. Contact Information including a valid email address
2. Organizational information including your regulated care number.
3. Last 5 digits of the EIN# or for family providers the last 5 digits of the SS#.

<u>Step 2</u> The registration will be reviewed by Registry staff within 3 business days.
   An organization ID and password will be sent to the email provided.

<u>Step 3</u> Return to http://www.the-registry.org and sign into the account.

Completing Your Program Profile:

- Login with your Program ID# and password.
- Check that all your staff members are listed. Enter an end date for those that are no longer employed.
- Fill out your Program Profile.
- Name your classrooms, fill out classroom information, and assign staff to classrooms. Family providers will assign themselves or other staff to their home (classroom).
- This information is transferred to the Department of Children and Families on a weekly basis.

| Status | Org Details | **Program Profile** | Employees | Consultations | Reports |

Add Classroom

Classroom Name:

Classroom Start Date: .

☐ YoungStar Verified

| Save | Return |

Edit Director of Record

Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy

☐ YoungStar Verified   Delete

Add Director

| Update | Return |

For more information:

- YoungStar home page: http://dcf.wisconsin.gov/youngstar/
- Supporting Families Together Association: https://supportingfamiliestogether.org/YoungStar.html
- Wisconsin Early Childhood Association:
  http://wisconsinearlychildhood.org/advocacy/index.php?category_id=3267

Creating an individual account and indicating employment.

Staff can create a Registry account by applying online or with the paper application.

We encourage you to use the online application. Applications sent through the mail will be processed at a higher cost than the on-line application.
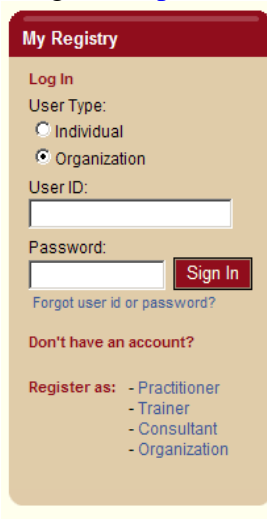
If staff members already have an online account, skip to *Step 4* of the *Online Application*.

Online Application
<u>Step 1:</u>

Three ways to register online as an individual:

1. Go directly to the registration page using this url:
   https://the-registry.org/myregistry/User/RegisterApp.aspx?Type=P

2. Or, go to http://www.the-registry.org/ and Click on Register as Practitioner in the My Registry box.

3. **Or** you may see this box click on 'Individual, Trainer, Consultant'

The form that opens will confirm that the person does not already have an account.

Locate Online Application

You may have an account already set up. Please enter the following information so that we can locate your online application.

First Name*: [_____]

Last Name*: [_____]

Birth Date*: [____▼] [__▼], [__▼]

Last 5 Digits of SSN*: [_____]

[Continue] [Cancel]

Step 2   Complete the personal information section. An email including the Registry ID and password will be sent to the address supplied.

Step 3   Return to http://www.the-registry.org and sign into the account using the Registry ID and password sent on the email confirmation

Step 4   To indicate employment:
1. Click on the My Online Application
2. Click on the Employment Tab
3. Click on Edit Employment/ Add Employment
4. Search for the Program by name, License number or provider number.
   Follow the instructions on the next screens

Employment

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Wisconsin Regulated Program Lookup

Search for all Wisconsin Regulated Child Care Programs including:

- Licensed Center – licensed after 2001
- Licensed Family Child Care – Licensed after 2001
- Certified Family Child Care

Search by Program Name or License Number:

[   ]   **Search Programs**

Find by First Letter of Program Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Can't find your Wisconsin Regulated Program?

Please contact the The Registry at (608) 222-1123 or registry@the-registry.org for assistance.

All other employment Lookup

Search for all other employers. This includes but is not limited to:

- Licensed Programs prior to 2001
- Government Agency
- Resource and Referral Agency
- Training Sponsors
- University, College or Vocational School
- Out of state regulated care and education program
- Any other non regulated program

Note: Create an employment record for each staff position you hold.

To be selected as Director of Record or Licensee you must hold at least one of these positions at the program.
- Director (Including School-Age)
- Family Childcare provider
- Certified Child Care Provider

To be selected as a Lead Teacher you must hold at least one of these positions at the program
- Teacher (Including School-Age)
- Assistant Teacher (Including School-Age)
- Family Childcare provider
- Certified Child Care Provider.

Unable to apply online?

- You may download an application from www.the-registry.org or request one from the Registry office.
- Mail in application and forms

For additional information

- Registry Home page: http://www.the-registry.org
- YoungStar home page: http://dcf.wisconsin.gov/youngstar/
- Supporting Families Together Association: https://supportingfamiliestogether.org/YoungStar.html
- Wisconsin Early Childhood Association: http://wisconsinearlychildhood.org/advocacy/index.php?category_id=3267